



JOB ANNOUNCEMENT

POSITION: Deputy Public Defender **(Three Positions)**

LOCATION: Public Defender

SALARY: \$9,520.00 per month

WORK HOURS: 8:00 a.m. – 5:00 p.m.

CLOSING DATE: June 9, 2023

ESSENTIAL FUNCTIONS: This position involves both legal and administrative work that includes representation of indigent people accused of crimes as well as supervision of all levels of Assistant Public Defenders. This position performs a variety of legal duties and makes decisions that significantly affect the outcome of clients who have been charged with criminal offenses.

MINIMUM QUALIFICATIONS: See Attached Job Description

SUBMITTING APPLICATIONS: Any interested individual may apply by completing a **County Application Online** at www.hindscountymiss.com. Email Application and Resume to employment@co.hinds.ms.us **COUNTY EMPLOYEES** may make applications through the Personnel Division, Second Floor, Chancery Court Building. When applying for employment, your application must be in this office by 5:00pm on the closing date mentioned in the job listing.

DATE POSTED: May 17, 2023

AN EQUAL OPPORTUNITY EMPLOYER

DEPUTY PUBLIC DEFENDER

SUMMARY

This position involves both legal and administrative work that includes representation of indigent people accused of crimes as well as supervision of all levels of Assistant Public Defenders. This position performs a variety of legal duties and makes decisions that significantly affect the outcome of clients who have been charged with criminal offenses. Duties require analyzing and interpreting statutory and case law, establishing professional relationships, and exercising independent judgment in the interpretation and enforcement of criminal statutes and fundamental constitutional principles.

In addition, the position may require the performance of a variety of significant administrative duties necessary for the development and implementation of departmental policy and programs. The work may include assisting the Public Defender with annual budget preparation, personnel management and supervision, delegation of authority to staff attorneys, and a high degree of independent judgment in the establishment and application of personnel and office policy. This position works in conjunction with and under the direct supervision of the Public Defender.

EXAMPLE OF BASIC TASKS AND DUTIES

The following examples are intended as illustrations of the various types of work to be performed. No attempt is made to be exhaustive in the examples provided. Other logical duties are expected to be performed as assigned.

1. Interview people accused of committing criminal offenses.
2. Regular visits with people in detention facilities and/or prisons.
3. Court appearances on behalf of accused in all courts systems within Hinds County, including but not limited to Initial Appearance, bond hearings, habeas corpus, mandamus, emergency petitions, Preliminary Hearings, and other related pre-trial activity.
4. Negotiate with charging authorities in an attempt to reach a final disposition of the charge.
5. Act as lead and/or assisting counsel in felony trials Circuit Court. Act as lead and/or assisting counsel in capital felony trials.
6. Supervise, train and/or advise all levels of Assistant Public Defenders, as well as Investigators. Works directly and in conjunction with the Public Defender and the Executive Assistant in the supervision and training of the secretarial staff.
7. Assumes responsibility and authority in the operation of the Office in the absence of the Public Defender.

MINIMUM QUALIFICATIONS

Attorney must be licensed to practice law in the State of Mississippi. In addition, the attorney must have at least 5 years of experience as a criminal defense trial attorney and/or have acted as lead counsel in at least ten (10) felony trials in the Circuit Court system and acted as lead or assisting counsel in at least one (1) capital felony trial in Circuit Court.

TERMS OF EMPLOYMENT

This is an Exempt position.

This is an At-Will employment position.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Hinds County to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Hinds County prohibits any such discrimination or harassment.

This statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts Hinds County's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law.